

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### SENIOR PROCUREMENT ANALYST

Role Title: Procurement Officer II

Position #00536

Pay Band 5, Level II Hiring Range: \$41,949 - \$73,000

**Closing Date: January 12, 2015**

DMAS is seeking an experienced Contract Management professional to fill a Senior Procurement Analyst position in the Budget and Contract Management Division. This new position is responsible for contract management and financial analysis of high dollar, large scale and complex contracts. This position will manage the agency's contract financial activity to include: development of cost proposal templates in RFPs; analysis, tabulation, and negotiation of Offeror cost proposals; and development and maintenance of a contracts and interagency agreements database to administratively track, analyze, and report contract/agreement value and invoice payments. The position is also responsible for developing contract modifications and providing technical assistance to agency contract administrators to ensure that all procurements are in accordance with the Code of Virginia, the Agency Procurement and Surplus Property Manual, and other state and federal requirements throughout the contract life cycle. The successful candidate must have considerable knowledge of the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM). Must possess strong contract administration skills. Must demonstrate the ability to develop and manage large scale procurements (RFPs). Requires demonstrated ability to work independently and with others and work successfully with agency contracts and management staff, state agencies, and contractors. Requires proven ability to communicate effectively, both orally and in writing. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Contract administration experience is a plus. Graduation from an accredited college or university with a major in business or public administration, accounting, or related field is preferred; extensive experience in procurement and contract administration may substitute for an advanced degree. **Virginia Contracting Officer (VCO) certification preferred.** **This position requires the completion of a Statement of Economic Interests upon hire.**

#### ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

#### Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**

